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RMS

Reports - 1
July - Dec 1958

8/11

Chief, Management Staff

8 August 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 6 August 1958

1. Contributions

a. Tangible

(1) Received 198 cu. ft. of inactive records at the Records Center from six offices. For the second straight week OCR contributed the major portion. The Center disposed of 97 cu. ft. of records. The receipts-disposition ratio since 1 January averages 197 : 138.

(2) Approved and designed four new and two revised forms.

b. Intangible

(1) Reviewed and approved the revised Records Control Schedule for OSI. The OSI Area Records Officer plans to distribute the schedule to Divisions concurrently with conducting the proposed files clean-up campaign.

(2) Wrote for the Support Bulletin the third and last article in the series "Records Management and the Space Problem."

2. Assignments - Active

a. Forms in Process - Eight new and 16 revised forms are in process. Significant among these are the Field Transmittal form for Fitness Reports and a Cross Reference and Control Record for the Executive Registry. The latter carries out one of the recommendations from the survey of the Director's Office.

b. Forms Management Survey, Printing Services Division.

25X1C4a

c. Reduction in [redacted] requirements for Forms - Master index of forms to be used overseas sent to Machine Records Division for corrected run.

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d. Revision of Travel Order - Form being redesigned to include changes requested by the Comptroller.

e. Revision of Chain Envelope and Courier Receipt.

f. Audit and Revision of Records Control Schedules.

(1) Office of Training - Coordination completed. Approval of schedule by DTR expected within the week.

(2) General Counsel - Revised schedule submitted to Legislative Counsel for review.

(3) Medical Staff.

g. Subject-Numeric Files Installations, Personnel Procurement Division.

h. Shelf File Installations.

(1) Medical Staff

(2) Acquisitions Branch Library/OCR.

(3) Map Library Division/ORR.

(4) OP Official Personnel and Applicant Files.

(5) Office of Security - Initial shipment of shelving due 14 August. New lighting fixtures and protective expanded metal screening being installed.

i. File Clean-Up Campaign - Pilot campaign in OCR launched. Results to date are promising. Arrangements have been made to retire over 300 linear feet of Industrial Register 8" x 5" cards.

3. Assignments - Inactive

a. OEI Subject-Numeric Files Installations.

b. Logistics Security Staff Card Index.

c. Budget Office/OC Survey.

d. Machine Records Division Files Survey.

e. Document Division Sorting Rack.

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4. [redacted]

a. Records Management activity in OER has stepped up through actions by its Area Records Officer. Twenty-four cu. ft. of records will be retired from [redacted] 25X1A6a and 60 cu. ft. destroyed. Fifteen legal size safes in OER are being replaced with a like number of letter size safes.

b. Headquarters picks up and destroys an average of 7500 pounds of classified trash every working day. The 937.5 tons per year is a significant measure of our total records creation problem.

25X1A9a c. Messrs [redacted] and Mrs. [redacted] 25X1A9a are on leave.

25X1A9a [redacted]

Distribution:
Original - Addressee
1 - Mr. [redacted]
1 - Mr. [redacted]
1 - Miss [redacted]
1 - Miss [redacted]
25X1A9a 1 - [redacted]
1 - [redacted] (Repository)
1 - RMS (Reports -1 July - Dec 1958)
1 - Tickler

25X1A9a

25X1A9a [redacted]
Mgt/S[redacted]jm (8 Aug 1958)

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